

Meeting Highlights

EPMO SDLC Workgroup

DAY: Wednesday, September 14, 2011

TIME: 9:00 A.M. – 12:00 P.M.

LOCATION: DHHS Dix Campus/Dobbins Bldg. Conf. #124

Meeting Called By:	SDLC Workgroup Members
Meeting Purpose:	Discuss recommended workflow for infrastructure and hardware only projects
Attendees:	<p>Present: Beau Garcia, Department of Insurance Chris Cline, NC Community College System Gaye Mays, Statewide Enterprise Project Management Office Cheryl Ritter, Department of Transportation Subha Sridharan, Department of Health & Human Services Arun Kumar, Department of Health & Human Services</p> <p>Not in attendance: Ann Tyndall, Department of Public Instruction Ronda Jones, Department of Public Instruction Michele Jackson, Department of Revenue Carolyn Broadney, Department of Transportation</p>
Guests:	Andre Smith – DIRM

Discussion took place regarding hardware only and infrastructure projects. The group believes there is a need for ITS/Security to adopt some type of national/international standard such as IEEE, Federal Internet Protection Standard (FIPS), etc. as there is no clear direction on protocols. The ability for ITS to stay in front of new technology was also stated as an issue. A best practice for these types of projects is to have an ITS person as part of the project team. It was suggested that a separate TASD be developed for software projects vs. hardware/infrastructure projects. The team did agree that the recommended workflow for agile development projects would work well for hardware/infrastructure projects.

The team has requested feedback from the EPMO regarding the use of the burndown chart and product backlog instead of the staffing plan template for monthly reporting. The general thought is that milestones completed per sprint should be the indicator that EPMO QA should focus on to determine if the project is moving forward at the appropriate rate.

The list of items outlined below to be discussed with Sarah Porper, OSBM was developed:

Team will review agile and our workflow recommendation

Beau will review the burndown chart & product backlog as a replacement for the staffing plan template

Review approval process at OSBM

Major issues that OSBM faces when trying to approve projects

Beau has volunteered a DOI project to be the “pilot agile project”; he should know by the October meeting if funding for his project will be available or of any issues that may prevent the pilot.

Beau will document a list of ITS hosting concerns to be forwarded to Nevin Fouts in anticipation of a future meeting with Nevin’s team.

New action item list:

Discuss with Kathy Bromehead the burndown chart & product backlog as a replacement for the staffing plan template; determine if Kathy would like for Dick McGee and Shaw Erfani to attend a future meeting—Gaye

Contact Sarah Porper regarding the Oct. meeting – Gaye

Develop ITS hosting concerns - Beau